



CITY OF ATLANTA

Job Announcement

MANAGEMENT ANALYST (Compliance Specialist)

**Salary May Be Negotiated up to \$49,076 Based on Qualifications.
Salary Grade 21**

Applications Accepted From May 15, 2006 until May 26, 2006

Minimum Job Requirements*

Persons applying must have a bachelor's degree in Business/Public Administration, or related field and three years of management analysis experience which includes significant time in federal housing and community development programs. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Special Requirement

A supplemental questionnaire must be completed and attached to the application.

Duties of the Job:

This employee performs difficult management and financial analysis of federally funded programs for the purpose of developing recommendations to improve the Bureau of Housing operations and management systems. Duties include, but are not limited to: monitoring, reviewing and evaluating information to ensure compliance with federal requirements; conducting productivity studies; assisting in the evaluation of proposals and budget requests; conducting continuous desk audits and on-site monitoring; collecting and analyzing data; compiling and presenting suggested recommendations for programmatic modifications when deficiencies/non-compliance are identified. Conducts operational reviews, productivity and performance studies for efficiency; prepares reports of findings and recommend improvement to appropriate department parties. Performs special projects; assists in the development of policies program objectives, marketing of housing and special events and training board members and staff.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position.
Letters will not be mailed to individual applicants.**

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

***Verification required prior to appointment.**

5/15/2006

311056

Supplement

PS# 002871

CITY OF ATLANTA

DEPARTMENT OF HUMAN RESOURCES

APPLICATION SUPPLEMENT FOR: MANAGEMENT ANALYST (Compliance Monitoring)

YOUR NAME: _____ DATE: _____

SOCIAL SECURITY #: _____ - _____ - _____

Any Fraudulent Information Will Result In The Disqualification Of The Applicant.

Please describe your work experience as it relates to each of the following areas. Be careful to note the name of the organization and the dates of the employment (month/year to month/year). Use additional sheets as necessary.

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)	

1. In detail, describe your monitoring and compliance experience. Specifically, long term compliance monitoring of federal housing and community development programs.

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)	

2. Describe your experience in developing program policies and procedures.

(OVER)

CITY OF ATLANTA
DEPARTMENT OF HUMAN RESOURCES

APPLICATION SUPPLEMENT FOR: MANAGEMENT ANALYST (Compliance Monitoring)

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JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)

3. Describe your experience in providing staff development training on compliance.

JOB TITLE	COMPANY	EMPLOYMENT DATES FROM (MO/YR.) TO (MO/YR.)

4. In detail, describe your experience in resolving any program-related audits and concerns.

Thank you for your interest in employment opportunities with the City of Atlanta.